



**STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF PARKS AND FORESTRY
FOREST FIRE SERVICE**

Request for Proposal

Leases for Aeronautical Services at Andover-Aeroflex Airport

Andover Township, Sussex County

Release Date:	May 4, 2010
Mandatory Bidders Meeting:	May 25, 2010
Due Date:	June 18, 2010

1.0 GENERAL INFORMATION FOR BIDDERS

1.1 Purpose and Intent

This Request for Proposal (RFP) is issued by the New Jersey Department of Environmental Protection (Department), Division of Parks and Forestry (Division), Forest Fire Service, on behalf of the State of New Jersey (State). The purpose of this RFP is to solicit proposals from qualified bidders to provide the following specific aeronautical services at Andover–Aeroflex Airport, located in Andover Township, Sussex County, New Jersey: (1) Fixed Wing Flight Instruction and/or Ground School; (2) Aircraft Maintenance and Sale of Parts and Accessories; (3) Avionics Sales and Maintenance Business; and (4) Fabric Aircraft Restoration (collectively referred to as “aeronautical services”).

Bidders may submit proposals for more than one aeronautical service. Separate bid proposals must be submitted for each aeronautical service.

The Department is seeking tenants who have experience and knowledge in performing and providing approved aeronautical services, as outlined in the Andover-Aeroflex Airport Facility Operations Manual, a portion of which is attached hereto as Exhibit A.

(Note: The excerpt of the Operations Manual attached as Exhibit A lists six service providers. This RFP is for only four of the six service providers, as listed above and throughout this RFP.)

All Bidders must meet all requirements outlined in the Minimum Standards for Aeronautical Activities and as set forth in the Andover-Aeroflex Airport Facility Operations Manual (found in Exhibit A).

Each winning bidder will enter into a five-year Lease with the Department and will have the potential to renew the Lease for an additional five-year term. The successful bidder(s) will pay the State a fixed rent with a three (3%) percent annual increase beginning in the first year of the renewal term, if the Lease is renewed.

The intent of this RFP is to award a contract for each aeronautical service in the form of a five-year Lease to each responsive bidder whose bid conforms to the requirements of this RFP and is most advantageous to the State.

1.2 Background

Andover-Aeroflex Airport is located in Andover Township, Sussex County and owned and operated by the New Jersey Forest Fire Service. Its primary missions include:

- i. Operating as an air attack base for fixed wing aircraft and helicopters used in combating wildfires and supporting fire protection and management responsibilities; and
- ii. Serving as a public airport for use by private, recreational, fixed wing aircraft. Services provided by the airport include hangar aircraft storage space rentals, aircraft tie down rentals, and aviation fuel sales. Aeronautical services for airport users are provided by private entities.

The Airport Property is surrounded by Kittatinny Valley State Park.

1.2.1 Taxes and Operating Expenses

The successful bidder will be required to pay all operating expenses (excluding utilities) and taxes, if applicable.

1.3 Key Events

1.3.1 Questions and Inquiries

The Department will accept questions and inquiries from all potential bidders receiving this RFP. Questions may be submitted in writing only, via mail or fax, to the Department at the following address:

Department of Environmental Protection
Division of Parks and Forestry
Office of Leases
Attention: Marci Green, Administrator
501 E. State Street, P.O. Box 404
Trenton, NJ 08625-0404
Fax No. (609) 984-0836

1.3.1.1 Submission Cut-Off Date

The cut-off date for the submission of questions will be the date of the Mandatory Bidders Meeting (“Meeting”), details of which are set forth in Subsection 1.3.2 below. While all questions will be entertained at the Meeting, it is strongly urged that questions be submitted in writing prior to the Meeting. Written questions must be delivered to the Administrator of the Office of Leases. It is requested that bidders with long, complex, or multiple-part questions submit them in writing as far in advance as possible, in order for the Department to prepare answers by the time of the Meeting.

1.3.1.2 Question Protocol

Questions should be submitted in writing to the attention of the Administrator of the Office of Leases. Written questions should be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of this RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Brief procedural inquiries may be accepted over the telephone by the Office of Leases. However, oral explanations or instructions given over the phone shall not be binding upon the State. Bidders shall not contact the Division of Parks and Forestry, the Forest Fire Service, or any other branch of the Department directly, in person, or by telephone concerning this RFP.

1.3.2 Mandatory Bidders Meeting

A Mandatory Bidders Meeting (“Meeting”) has been scheduled for this procurement. The Meeting will be held at the New Jersey Forest Fire Service – Division A Headquarters, 240 Main Street, Andover, New Jersey 07821 on **May 25, 2010** at 10:30 a.m.

NOTE: Bids will automatically be rejected from any bidder who does not attend or who fails to properly register at the Meeting.

The purpose of the Meeting is to provide a structured and formal opportunity for the Department to accept questions from bidders regarding this RFP and to provide bidders with an opportunity to view Andover-Aeroflex Airport, which is adjacent to the Forest Fire Service – Division A Headquarters.

Any revisions to the RFP resulting from the Meeting will be formalized and distributed to attendees as a written addendum to the RFP. Answers to deferred questions also will be distributed to attendees as a written addendum to this RFP.

1.4 Additional Information

1.4.1 Revisions to the RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be made by addendum. Any RFP addendum will be distributed as follows:

- i. Any addendum issued before the Mandatory Bidders Meeting (see Subsection 1.3.2) will be distributed to all bidders who were sent the initial RFP; and

- ii. Any addendum issued at the time of or after the Meeting will be distributed only to those bidders who attended and properly registered at the Meeting.

1.4.2 Addendum as Part of the RFP

Any addendum to this RFP shall become part of this RFP and part of any agreement resulting from the RFP.

1.4.3. Issuing Office

This RFP is issued by the New Jersey Department of Environmental Protection, Division of Parks and Forestry. The Administrator is the sole point of contact between the bidder and the Department for the purposes of this RFP.

1.4.4 Bidder Responsibility

The bidder assumes sole responsibility for the complete effort required by this RFP. No special consideration shall be given after bids are opened because of a bidder's failure to be knowledgeable of all the requirements of the RFP. By submitting a proposal in response to this RFP, each bidder represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP. The bidder further represents that it has made its own calculations, based on the information provided and its own research and experience, of costs, expenses, and revenues, for which the Department bears no liability.

1.4.5 Cost Liability

The State assumes no responsibility and bears no liability for costs incurred by bidders in the preparation and submission of bid proposals in response to this RFP. Furthermore, the Department does not warrant or guarantee any current or future revenues that may be generated from aeronautical services provided at Andover-Aeroflex Airport.

1.4.6 Contents of Bid Proposal

Every bid proposal will be opened publicly and becomes a public record. This is the case, notwithstanding any statement to the contrary made by a bidder in its bid proposal.

As public records, all bid proposals are available for public inspection. Interested parties may make an appointment with the Administrator to inspect bid proposals received in response to this RFP.

1.4.7 Price Alteration

Bid prices must be typed or written in ink. Any price change, including "white-outs," must be initialed. Failure to initial price changes may preclude an award from being made to a bidder.

1.4.8 Joint Venture

If a joint venture is submitting a bid, the agreement between the parties relating to said joint venture should be submitted with the joint venture's proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal. A separate Pay to Play Disclosure Statement (for bids exceeding \$12,500/year), Ownership Disclosure Form (for bids exceeding \$12,500/year), Affirmative Action Employee Information Report, and foreign (i.e. out of State) corporation registration, if applicable, must be supplied for each party to a joint venture.

2.0. DEFINITIONS

The following definitions shall be part of any agreement executed as a result of this RFP:

- a. “Department” or “the State” shall mean the State of New Jersey, Department of Environmental Protection.
- b. “Andover-Aeroflex Airport” or the “Airport” shall mean the Andover-Aeroflex Airport, as shown on the schematic diagram attached hereto as Exhibit B.
- c. “Lease” shall mean the written agreement(s) resulting from this Request for Proposal executed by the New Jersey Department of Environmental Protection and the winning bidder, attached hereto as Exhibits C through F.
- d. “Tenant” shall mean each winning bidder to this Request for Proposal who enters into a Lease with the New Jersey Department of Environmental Protection.
- e. “Bidder” shall mean each individual or entity that submits a bid proposal in response to this Request for Proposal.
- f. “Meeting” shall mean the Mandatory Bidders Meeting.
- g. “Division” shall mean the Division of Parks and Forestry.
- h. “Office” shall mean the Office of Leases.
- i. “Administrator” shall mean the Administrator of the Office of Leases.
- j. “Airport Manager” shall mean the Manager of Andover-Aeroflex Airport.
- k. “Commissioner” shall mean the Commissioner of the New Jersey Department of Environmental Protection.
- l. “Evaluation Committee” shall mean a committee established by the Department to review and evaluate bid proposals submitted in response to this RFP and to recommend proposal awards.
- m. “Fiscal year” shall mean the period beginning July 1 and ending June 30 in any given calendar year.
- n. “Request for Proposal (RFP)” shall refer to this document, which establishes the bidding requirements and solicits proposals to meet the needs of the Department as identified herein.

3.0 SCOPE OF WORK

The Department seeks to enter into separate five-year Leases with private individuals or entities for the performance of each of the services set forth in the applicable Leases, which have been attached to this RFP as Exhibits C through F. Bidders should refer to the applicable Leases and the excerpt of the New Jersey Forest Fire Service’s Andover-Aeroflex Airport Facility Operations Manual attached hereto as Exhibit A in preparation of submitting a bid proposal to gain a full understanding of the services required to be performed thereunder.

In exchange for entering into and performing under the Lease, the Tenant shall pay the Department an annual rent in monthly installments. If the Lease Agreement is renewed for an additional five (5) years, rent shall be increased each year of the renewal term by three percent (3%), beginning in the first year of the renewal term.

The following is a description of the available space associated with each Lease:

i. **Proposed Lease #1: Fixed Wing Flight Instruction and/or Ground School**

One Utility Bay Space - This area includes 714 square feet (14’ by 51’) of utility bay space that can be utilized for office, storage, or operational space as needed. This space is bare with concrete floor and sheetrock walls. Electricity, minimum

lighting, and heat are provided. Maintenance within the bay is the responsibility of the tenant, and any improvements must be approved in writing by the Airport Manager. Restrooms are provided in the public area of the airport facility.

One Hangar Bay Space Unit – This area includes 3,009 square feet (51’ by 59’) of hangar space that is capable of storing three recreational fixed wing aircraft and is to be used for lessee operations. Electricity and minimum lighting are provided. Maintenance within the hangar is the responsibility of the tenant.

If additional hangars or tie-downs are available at Andover-Aeroflex Airport, the successful bidder may rent them on an annual basis at public rates.

ii. **Proposed Lease #2: Aircraft Maintenance Services and Parts and Accessories Vendor**

One Utility Bay Space - This area includes 714 square feet (14’ by 51’) of utility bay space that can be utilized for office, storage, or operational space as needed. This space is bare with concrete floor and sheetrock walls. Electricity, minimum lighting, and heat are provided. Maintenance within the bay is the responsibility of the tenant, and any improvements must be approved in writing by the Airport Manager. Restrooms are provided in the public area of the airport facility.

One Hangar Bay Space Unit – This area includes 3,009 square feet (51’ by 59’) of hangar space that is capable of storing three recreational fixed wing aircraft and is to be used for tenant operations. Electricity and minimum lighting are provided. Maintenance within the hangar is the responsibility of the tenant.

iii. **Proposed Lease #3: Avionics Sales and Maintenance**

One Utility Bay Space - This area includes 714 square feet (14’ by 51’) of utility bay space that can be utilized for office, storage, or operational space as needed. This space is bare with concrete floor and sheetrock walls. Electricity, minimum lighting, and heat are provided. Maintenance within the bay is the responsibility of the tenant, and any improvements must be approved in writing by the Airport Manager. Restrooms are provided in the public area of the airport facility.

iv. **Proposed Lease #4: Fabric Aircraft Restoration**

One Utility Bay Space - This area includes 560 square feet (14’ by 40’) of utility bay space that can be utilized for office, storage, or operational space as needed. This space is bare with concrete floor and sheetrock walls. Electricity, minimum lighting, and heat are provided. Maintenance within the bay is the responsibility of the tenant, and any improvements must be approved in writing by the Airport Manager. Restrooms are provided in the public area of the airport facility.

One Hangar Bay Space – This area can accommodate the storage of one recreational fixed wing aircraft and can be used for tenant operations. The space is located within a hangar unit and the overall space is shared with two additional stored aircraft hangar tenants. This area includes approximately 1,003 square feet of hangar space.

4.0 PROPOSAL PREPARATION & SUBMISSION

4.1 General Information

The bidder must follow the instructions contained in this RFP in preparing and submitting its bid proposal. The bidder is advised to thoroughly read and follow all instructions.

The information required to be submitted in response to this RFP has been determined to be essential in the bid evaluation and proposal award process. Any qualifying statements made

by the bidder as to the RFP's requirements could result in a determination that the bidder's proposal is materially non-responsive. Each bidder is given wide latitude in the degree of detail it elects to offer or the extent to which plans, processes, and procedures are revealed. However, each bidder is cautioned that insufficient detail may result in a determination that a bid proposal is materially non-responsive or, alternatively, may result in a low technical score being awarded to a bid proposal.

4.2 Service and Minimum Bid Requirements

The Division of Parks and Forestry, Forest Fire Service is currently seeking leases for:

- i. A fixed wing aircraft flight instruction and/or ground school provider capable of instructing recreational fixed wing aircraft pilots. Space available includes one utility bay and one hangar unit. Minimum bid is \$13,800.00 per year (\$1,150.00 per month);
- ii. An aircraft maintenance services and sale of parts and accessories provider capable of repairing and providing goods and related services to recreational fixed wing aircraft. Available space includes one utility bay and one hangar unit. Minimum bid is \$13,800.00 per year (\$1,150.00 per month);
- iii. An avionics sales and maintenance provider capable of supplying goods and services to recreational fixed wing aircraft. Space available includes one utility bay. Minimum bid is \$4,800.00 per year (\$400.00 per month); and
- iv. A fabric aircraft restoration provider capable of repairing and providing related services and goods to recreational fixed wing aircraft. Space available includes one utility bay space and one hangar space. Minimum bid is \$7,800.00 per year (\$650.00 per month).

4.3 Proposal Delivery and Identification

In order to be considered, a bid proposal must arrive at the Office no later than 5:00 p.m. on June 18, 2010. All bidders submitting proposals are advised to allow for adequate delivery time to ensure the punctual delivery of proposals. Late proposals are ineligible for consideration. The exterior of all bid proposal packages must be labeled with "Andover-Aeroflex Airport," the bidder's name, and the service for which the bid is being submitted (e.g., avionics sales and maintenance).

Bidders may submit proposals for more than one aeronautical service. Separate bid proposals must be submitted for each aeronautical service with the bid packages labeled accordingly.

4.4 Number of Bid Proposal Copies

Each bidder must submit one (1) complete original bid proposal that clearly has been marked as the "ORIGINAL" bid proposal. Each bidder also must submit four (4) full, complete, and exact copies of the original. The copies are necessary in the evaluation of your bid. Bidders failing to provide the required number of copies shall be charged the cost incurred by the Department in producing the required number of copies. It is suggested that each bidder make and retain a copy of his bid proposal for his own records.

4.5 Proposal Content

The bid proposal for each individual service/lease should be submitted in one (1) volume that is divided into five (5) parts as follows:

4.5.1 Forms (Part 1)

4.5.1.1 Affirmative Action Employee Information Report

The bidder must complete the attached Affirmative Action Employee Information Report (attached hereto as Exhibit G), or alternatively, must supply either (1) a New Jersey Affirmative Action Certificate or (2) evidence that the bidder is operating under a federally approved or sanctioned affirmative action program. This requirement is a prerequisite to entering into a valid and binding contract with the State.

4.5.1.2 Non-Profit Registration Reporting (if bidder is a non-profit organization)

The bidder shall supply proof of its registration with the Directory of Registered Charities maintained by the New Jersey Department of Community Affairs, as well as a letter of determination issued by the Internal Revenue Service establishing that it is exempt from federal taxation pursuant to Section 501(c)(3) of the Federal Internal Revenue Code, if applicable.

4.5.1.3 Business Registration Reporting (if bidder is a for-profit business)

Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, should be submitted by the bidder with the bid proposal. No Lease shall be executed without proof of business registration with the Division of Revenue. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730.

All foreign (i.e. out of State) corporations receiving a notice of proposal award shall be afforded seven (7) days thereafter to register with the Division of Revenue.

4.5.1.4 Pay to Play (if applicable)

All bid applications submitting bids that exceed \$12,500/year (other than those submitted by non-profit organizations) are subject to the provisions of N.J.S.A. 19:44A-20.13 et seq., N.J.S.A. 19:44A-20.26 et seq., and Executive Order 117 (P.L. 2005 c.51 and P.L. 2005 c.271, E.O. 117, collectively “Pay to Play”). Compliance with these statutes shall constitute a material term and condition of the bid application, and these statutes shall be binding upon the parties thereto upon the entry of a Lease. All bidders must complete and submit with their bid proposals the following forms, attached hereto as Exhibit H, in accordance with their instructions: (1) Ownership Disclosure Form; (2) Contractor Certification and Disclosure of Political Contributions Form (P.L. 2005, c.51); and (3) Vendor Certification and Political Contribution Disclosure Form (P.L. 2005, c.271) (Exhibit H).

Bidders further are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, section 3) if the bidder receives contracts in excess of Fifty Thousand (\$50,000.00) Dollars from a public entity in a calendar year. It is the bidder’s responsibility to determine if filing is necessary. Failure to so file will preclude a proposal award and can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at (888) 313-3532 or at www.elec.state.nj.us.

4.5.2 Background Information (Part 2)

Each bidder shall submit written answers to the following inquiries:

- i. How many years has your organization been in business under its present business name?
- ii. Under what other or former names has your organization operated?
- iii. If your organization is a corporation, provide the following information: date of incorporation; State of incorporation; president’s name; vice president’s name; secretary’s name; and treasurer’s name.
- iv. If your organization is a partnership, provide the following information: date of organization; type of partnership; and names of general partners.

- v. If your organization is individually owned, provide the following information: date of organization; and name of owner.
- vi. Has your organization ever failed to complete any contract awarded to it?
- vii. Within the past five (5) years, has any officer or principal of your organization ever served as an officer or principal of another organization when it failed to complete a contract?
- viii. Are there any judgments, claims, arbitration proceedings, or lawsuits pending or outstanding against your organization or its officers?
- ix. Has your organization filed any lawsuits or requested arbitration with regard to any contracts within the last five (5) years?
- x. Has any owner made a claim against you that has resulted in arbitration or litigation within the past five (5) years?
- xi. Has your organization or any of its officers or owners ever been convicted of a crime, or are they presently the target of any criminal or administrative investigation?
- xii. Has your organization or any of its officers or owners ever been disqualified, suspended, or debarred from a contract with any federal, State, or local government entity?

If the answer to any questions “vi” through “xii” is yes, please provide details.

Each bidder also shall describe in detail its expertise in providing aeronautical services of similar size and scope to those that will be provided at Andover–Aeroflex Airport, including:

- i. a description of all aeronautical services the bidder has provided and/or managed, including size, type, and location of each service; and
- ii. the length of time the bidder provided and/or managed the aeronautical services set forth in (i) above, including beginning and ending dates.

4.5.3 Technical Proposal (Part 3)

In this Section, the bidder shall describe in detail its plans and approach for fulfilling the requirements as reflected in the Lease and the relevant portion(s) of the Facility Operations Manual of the New Jersey Forest Fire Service, attached hereto as Exhibit A. The Lease fully describes the services to be provided by the Tenant. The bidder must present its understanding of the requirements of the Lease and its ability to fulfill said requirements successfully. This section of the bidder’s proposal should contain at least the following information:

- i. description of all services to be provided
- ii. proposed hours of operation
- iii. description of how bidder intends to market and advertise its services
- iv. timeframe in which bidder expects business to be fully operational

4.5.4 Organizational Support and Experience (Part 4)

The bidder should include information relating to its organization, personnel, and experience, including but not limited to references, together with contact names and telephone numbers, evidencing the bidder’s qualifications and capabilities to provide aeronautical services.

4.5.4.1 Location

The bidder should include the name, location, and telephone number of the individual or organization that is submitting the proposal.

4.5.4.2 Resumes

Detailed resumes should be submitted for all management, supervisory, and key personnel who will be employed by the bidder in fulfilling the purpose of the Lease. Resumes should be structured to emphasize the relevant qualifications and experience of these individuals in successfully completing projects of similar size and scope to those set forth in the Lease. Resumes should clearly identify previous experience in similar ventures. Beginning and ending dates should be given for each similar venture. A description of the venture should be given and should demonstrate how the individual's work on the venture relates to the individual's ability to contribute to the successful fulfillment of the purposes of the Lease. With respect to each similar venture, the bidder should include the name and address of each reference, together with a person and telephone number to contact for a reference check.

4.5.4.3 Financial Viability of the Bidder

The bidder shall provide proof of its financial capacity and ability to undertake and successfully carry out the responsibilities under the Lease. To satisfy this requirement, the bidder shall submit the following with the bid proposal:

- i. The name and address of the bidder's bank, chief banking representative handling the bidder's account, and the bidder's federal employer information number (FEIN number);
- ii. Certified financial statements, including applicable notes, reflecting the bidder's assets, liabilities, net worth, revenues, expenses, profit or loss, and cash flow for the most recent calendar year or the bidder's most recent fiscal year; or
- ii. If a certified financial statement is not available, then either a reviewed or compiled statement from an independent accountant setting forth the same information shall be provided.

4.5.5 Monetary Proposal (Part 5)

The bidder must submit all requested monetary proposals. Failure to submit all requested monetary proposals may result in the bidder's proposal being considered materially non-responsive. Each bidder must hold its price(s) firm through completion of the proposal award process.

Each bidder shall submit an annual rent proposal with a bid no lower than the minimum bids set forth below:

- i. **Fixed Wing Flight Instruction and/or Ground School Provider:** Minimum bid is \$13,800 per year (\$1,150.00 per month);
- ii. **Aircraft Maintenance Services and Sale of Parts and Accessories Provider:** Minimum bid is \$13,800 per year (\$1,150.00 per month);
- iii. **Avionics Sales and Maintenance Provider:** Minimum bid is \$4,800 per year (\$400.00 per month); and
- iv. **Fabric Aircraft Restoration Services Provider:** Minimum bid is \$7,800.00 per year (\$650.00 per month).

5.0 LEASE TERMS & CONDITIONS

5.1 Precedence of Lease Terms and Conditions

The Lease ultimately shall consist of this RFP, any addendum to this RFP, the winning bidder's proposal, the Department's Notice of Acceptance, and the executed Lease. The bidder shall agree to all of the material terms and conditions of the Lease.

In the event of a conflict between the provisions of this RFP and any addendum to the RFP, the addendum shall govern. In the event of a conflict between the provisions of this RFP (including any addendum to same) and the winning bidder's proposal, the RFP and/or addendum shall govern.

5.2 Lease Term and Extension Option

The term of the Lease shall be for a period of five (5) years, unless earlier terminated pursuant to the terms of the Lease. The anticipated Effective Date will be provided in the Lease. The Lease may be renewed for an additional five (5) year period by mutual written consent between the Tenant and the Department.

If Department permits the Tenant to continue leasing space at Andover-Aeroflex Airport after expiration of the Lease without having executed a new written lease with the Department, then the Tenant shall continue to lease space at the Airport subject to all terms, covenants, and conditions contained in the expired Lease. Such continuation of operations by the Tenant shall not constitute a renewal or extension of the expired Lease.

6.0 PROPOSAL EVALUATION & SELECTION PROCESS

6.1 Proposal Evaluation Committee

Bid proposals will be evaluated by an Evaluation Committee comprised of representatives from the Department of Environmental Protection.

6.2 Oral Presentation and/or Clarification of Proposal

A bidder may be required to give an oral presentation to the Evaluation Committee concerning its bid proposal. The Evaluation Committee also may require a bidder to submit written responses to questions regarding his bid proposal. The purpose of such communication with a bidder, either through an oral presentation or written letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on his bid proposal. However, original bid proposals may not be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Further, bidders may not attend presentations made by other bidders.

It is within the discretion of the Evaluation Committee to require a bidder to make an oral presentation or to submit written responses to questions regarding its bid proposal. Action by the Evaluation Committee in this regard should not be construed to imply acceptance or rejection of a bid proposal. The Administrator will be the sole point of contact regarding any request for an oral presentation or written clarification.

6.3 Evaluation Criteria

The following evaluation criteria, not necessarily listed in order of significance, shall be used to evaluate bid proposals received in response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the review process:

- i. The bidder's general approach and plans in meeting the requirements of this RFP;
- ii. Whether the bidder meets the Minimum Standards for Aeronautical Activities set forth in Exhibit A of this RFP;
- iii. The bidder's detailed approach and plans to perform the services under the Lease;

- iv. The bidder's documented experience in providing or operating aeronautical services at an airport of similar size and scope to Andover-Aeroflex Airport.
- v. The qualifications and experience of the bidder's key personnel, with emphasis on documented experience that is consistent with the approved aeronautical services to be provided at Andover-Aeroflex Airport;
- vi. The bidder's overall ability to mobilize, undertake, and successfully perform in accordance with the Lease.
- vii. The bidder's financial viability and organizational history.

6.4 Selection Process

The proposal shall be awarded with reasonable promptness and by written notice to the responsible bidder whose bid proposal, conforming to the invitation for bids, will be most advantageous to the State, price and other factors considered. Any or all bids may be rejected if the Department determines that it is in the public interest to do so.

7.0 EXHIBITS

- A. Excerpt from Andover-Aeroflex Airport Facility Operations Manual, setting forth Minimum Standards for Aeronautical Activities
- B. Map of Andover-Aeroflex Airport
- C. Fixed Wing Aircraft Flight and/or Ground School Lease (proposed)
- D. Aircraft Maintenance Services Provider Lease (proposed)
- E. Avionics Sales and Maintenance Provider Lease (proposed)
- F. Fabric Aircraft Restoration Services Provider Lease (proposed)
- G. Affirmative Action Employee Information Report
- H. Pay to Play Forms: (1) Ownership Disclosure Form; (2) Contractor Certification and Disclosure of Political Contributions Form (P.L. 2005, c. 51/ E.O. 117); and (3) Instructions -- Contractor Certification and Disclosure of Political